

# Retention and Classification Report

**Agency:** South Jordan (Utah) (901)

1600 West Towne Center Drive  
South Jordan, UT 84095  
801 254-3742

**Records Officer** Jennifer Butler

85213	*Building permits
24420	Burial permits
84632	Cemetery record book
13236	Council minutes
24421	*Grave ownership transfer documents
84927	Ordinances
22120	Planning Commission minutes
85143	*Rezoning records

**AGENCY:** South Jordan (Utah)

**SERIES:** 85213

4

**TITLE:** Building permits

**DATES:** i 1978-1982.

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1978 through 1982.  
Retain in State Archives permanently.

**AGENCY:** South Jordan (Utah)

**SERIES:** 24420

3

**TITLE:** Burial permits

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**AGENCY:** South Jordan (Utah)

**SERIES:** 24420

**TITLE:** Burial permits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Jordan (Utah)

**SERIES:** 84632

3

**TITLE:** Cemetery record book

**DATES:** i 1860-1954

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records contain information about burials in the South Jordan cemetery.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1861 through 1982.  
Retain in State Archives permanently.

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Jordan (Utah)

**SERIES:** 13236

3

**TITLE:** Council minutes

**DATES:** 1922-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** South Jordan (Utah)

**SERIES:** 13236

**TITLE:** Council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** South Jordan (Utah)

**SERIES:** 24421

3

**TITLE:** Grave ownership transfer documents

**DATES:** 1980-1982.

**ARRANGEMENT:** Alphabetical by name of owner

**DESCRIPTION:**

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 3.

**AUTHORIZED:** 09/13/2002

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with



**AGENCY:** South Jordan (Utah)

**SERIES:** 24421

**TITLE:** Grave ownership transfer documents

(continued)

authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Jordan (Utah)

**SERIES:** 84927

4

**TITLE:** Ordinances

**DATES:** 1971-

**ARRANGEMENT:** Numerical by ordinance number.

**DESCRIPTION:**

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with the Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01/26/2009

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** South Jordan (Utah)

**SERIES:** 84927

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances are municipal laws and as such have administrative value until they are repealed. Thereafter, they document the legal history of a community and should be retained permanently.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Jordan (Utah)

**SERIES:** 22120

3

**TITLE:** Planning Commission minutes

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Copies of the Planning Commission (also known as the Planning and Zoning Commission) meeting minutes. Includes information on zoning issues.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Jordan (Utah)

**SERIES:** 85143

4

**TITLE:** Rezoning records

**DATES:** i 1971-1975.

**ARRANGEMENT:** none

**DESCRIPTION:**

These files document attempts to rezone areas within the city. They contain the original application; review forms; maps of areas involved; copies of investigative reports; copies of planning commission minutes; notice of hearings; copies of ordinances; copies of city council agendas.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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